

**MINUTES OF THE PROCEEDINGS
OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF JORDAN
IN THE COUNTY OF SCOTT
OCTOBER 16, 2018**

Present: Ron Jabs, Ray Sandey, Dan Elke, Dr. Chuck Cook and Ryan Dahnert

Absent: Mike Franklin and Tanya Velishek

Also Present: Tom Nikunen, City Administrator and Addison Lewis, Planner/Economic Development Specialist

1.0 CALL TO ORDER

Chair Jabs called the meeting to order at 6:30 p.m.

2.0 ADOPT AGENDA

Motion by Elke to adopt the agenda, second by Cook. Vote all ayes. Motion approved.

3.0 APPROVAL OF MINUTES

A. September 18, 2018

Motion by Jabs, second by Elke, to approve the minutes. Vote all ayes. Motion approved.

4.0 NEW BUSINESS

A. Downtown Matching Grant Policy Discussion

Planner Lewis stated that the EDA is being asked to review the Downtown Matching Grant policy. The grant is intended for exterior improvements to buildings within the downtown for things such as brick replacement and repair, window and door replacement and repair, awnings, signs, landscaping, and parking. The policy states that up to four \$2,500 grants and two \$5,000 grants are available and all require at least a 1:1 match from the applicant. Staff is recommending the EDA consider removing the requirement that businesses must be existing or owned by the owner for at least a year before being eligible for funds. By doing so, it may help in attracting new businesses to Jordan that would like to access the funds right away. In addition, the EDA may also wish to consider increasing the maximum grant amount to \$10,000, which would encourage property owners to take on more expensive improvements. For grants over \$5,000, the EDA could consider a 2:1 match from the applicant.

Dahnert asked what the intent of the one year up front requirement was. Nikunen said he thought it was so that we take care of the businesses that are already here.

Sandey asked at what point will a property owner make the improvements anyway. Are we subsidizing a project that would otherwise occur?

Tony Schmidt, 209 Water Street, said that he likely would have gone through with the improvements regardless of the grant.

Nikunen said it is hard to know. There will likely be some that would improve their buildings anyway without the grant and others that wouldn't.

Dahnert asked if \$20,000 is how much we budget for this grant. Nikunen said it is.

Dahnert said he doesn't remember anyone ever asking for the \$2,500 grant and asked if that also requires a 1:1 match. Nikunen said it does require 1:1 and that people usually request the \$5,000 grant because \$2,500 doesn't get you very far.

Dahnert suggested doing two \$5,000 grants and one up to \$10,000. That way the total budget doesn't change.

Cook asked why the grant is only offered in the downtown. Sandey said it was because buildings outside the downtown are generally newer and don't have the same issues as the older downtown buildings.

Cook asked what the recourse would be if a business leaves within a year. Nikunen said that we would likely have to go through the legal process to get the money back.

Jabs said he was looking for a motion to increase the maximum grant amount to \$10,000 with a 2:1 match and to remove the requirement that the business/owner own the building or be present for at least a year prior to eligibility. Jabs asked if we could look into having a lien placed on the property. Nikunen said we could have our attorney look into that.

Dahnert asked if we want to get rid of the maximum. Nikunen said you could just write the policy to say that grants above \$10,000 could be considered on a case by case basis.

Cook asked if the grant is only for existing buildings and if someone building a new building in the downtown would be eligible. Nikunen said he thought the intent was for existing buildings.

Motion by Elke, second by Dahnert, to amend the policy to have two grants at \$5,000 requiring a 1:1 match and one grant up to \$10,000 requiring a 2:1 match, to remove the requirement that businesses exist or be owned for at least a year in order to be eligible, to state that grants above \$10,000 will be considered on a case by case basis depending on funds available, and that staff look into having a lien placed on the property. Vote all ayes. Motion approved.

B. Application for Downtown Matching Grant – 209 Broadway St S

Planner Lewis stated that the city has received an application for the Downtown Matching Grant for 209 Broadway St S for façade improvements. The applicant is requesting \$5,000 and the total project cost is estimated at \$50,000. The improvements would include new brick, stone, windows, doors, and new lighting. The Kasota stone would be from the old St. John's school building that was recently demolished. The application would go before the Design Review Committee (Planning Commission) on November 13th. Staff finds the plan is generally consistent with the design guidelines.

Jabs asked how big the space is. Tony Schmidt, 209 Broadway St S, stated that the space is a little over 3,500 square feet.

Nikunen asked if there was enough Kasota stone to have it go all the way to the bottom of the building. Schmidt said there was.

Jabs said that he thought the sign tower feature was a nice addition to the building and asked why it was being removed. Planner Lewis added that he had discussed with the applicant leveling out the sign feature so that it was flat on top. The picture provided in the example reflects more of a suburban "big-box" than a historic downtown building. Mr. Schmidt said he could leave it if that is the desire of the EDA. Commissioner Dahnert said he thought it was ok to leave it rounded as is.

Motion by Sandey, second by Elke, to approve the request for grant funds up to \$10,000, pending City Council approval to amend the grant policy. Vote all ayes. Motion approved.

5.0 OLD BUSINESS

6.0 MANAGEMENT REPORT

A. General Management Updates

Chair Jabs inquired about the status of the St. John's school building site. Lewis said that the City approved an interim use permit to allow St. John's to use the property as a gravel parking lot for two years as they work to find a developer to redevelop the property. Lewis said that staff has had a couple of inquiries that they have forwarded along to St. John's.

Jab's asked about the other gravel lot on that corner. Lewis said that staff had sent a letter to the property owner stating the need to apply for an interim use permit if the property is to be used for parking.

Nikunen said that staff has started marketing the city owned lots to hotel developers. Jabs asked what the height limit was there. Lewis said it is 30 feet but the city may approve a CUP to build higher than 30 feet.

Lewis provided an update on the marketing campaign through Spectrum Reach.

Dahnert asked if there was any update on the interchange. Nikunen said the last Technical Advisory Committee (TAC) meeting is coming up. The TAC has agreed on a design and met with businesses. There will be an open house on October 29th.

Cook asked if we will wait on doing the roundabout at Creek Lane and 282. Nikunen said we are working on getting funding for that now. It's about \$1.7 million. If we get funding, construction would likely be in 2019 or 2020. Dahnert asked if that's a county and city project. Nikunen said it is with the state and city.

Jabs said he would encourage additional discussions with Sand Creek Township regarding the city's future growth.

B. Next Meeting- November 20, 2018

7.0 CITY COUNCIL MEMBER UPDATE

8.0 COMMISSIONER MEMBER REPORT

Commissioner Cook asked what is the status of the Chamber. Nikunen said he did not know. They don't have a board or president or any paid members. Cheryl Hawkins wants to keep it alive and has been sending out emails on business activities in the city.

Dahnert asked if there has been any feedback on the new housing developments. Nikunen said not much yet. They've just built the models. Spring will probably be busy.

Sandey asked about the MnDOT garage. Nikunen said they're hopeful they'll get funding for construction in 2021. The last two years the legislature hasn't agreed on things. When they build, it will be around an \$11.5 million project.

Jabs asked if there was anything the EDA should be doing from an economic development standpoint or be involved in. Nikunen said we can forward EDAM events as we get them. The biggest thing we can use is more industrial property. The people that own it are not marketing it for sale.

9.0 ADJOURNMENT

Motion by Elke to adjourn, second by Dahnert to adjourn. Vote all ayes. Motion approved. Meeting adjourned at 7:58 p.m.

Tanya Velishek, Mayor

ATTEST:

Tom Nikunen
City Administrator